

**DUTY STATEMENT**

DFW 242A (REV. 07/18/22)

**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Northern Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-141-0762-017
UNIT NAME AND LOCATION Coastal Fisheries Program, Arcata	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS**

Under the direction of the Anadromous Fisheries Resource Assessment and Monitoring Program (AFRAMP) Senior Environmental Scientist Supervisor, the incumbent performs anadromous fisheries stock assessments and conservation planning activities in the California Department of Fish and Wildlife's (CDFW) coastal Northern Region. These activities include development, and implementation of complex field studies to determine anadromous salmonid species adult escapements, angler effort and harvest, and distribution in north coastal California watersheds. Significant focus will be given to biologic monitoring of Mad River's fisheries stocks and steelhead broodstock collection in support of the Mad River Hatchery operations and in concordance with the Hatchery and Genetic Management Plan, and status and trend monitoring of natural stocks as part of the California Monitoring Plan. The incumbent will work independently and in constituency groups on issues of significant consequence to science-based fisheries conservation and management. The position requires participation in interagency technical review and recovery planning and implementation efforts for recovery of threatened and endangered aquatic species. The position requires excellent communication skills and specialized depth of knowledge of Department goals, and objectives. The incumbent will develop, update, and review results of monitoring and management activities in verbal and written formats as required.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
45%	<b><u>ESSENTIAL FUNCTIONS:</u></b>  <b>Management, Monitoring, and Reporting:</b> Conduct biologic and ecologic monitoring of natural and hatchery origin anadromous fish as part of the Mad River Hatchery and Genetic Management Plan (HGMP) implementation. Coordinate, lead and provide support to a volunteer angler program implemented to collect steelhead broodstock for Mad River Hatchery. Operate and refine the effectiveness of a Sound Navigation and Ranging (SONAR) fish counting station. Develop sampling techniques, and lead CDFW field staff in sampling adult anadromous fish necessary to estimate in-river species composition and collect steelhead broodstock for Mad River Hatchery (MRH) spawning operations. Implement studies to evaluate recreational angler effort distribution, catch and harvest. Develop and execute annual reports to satisfy reporting requirements under the MRH HGMP. Conduct and coordinate status and trend monitoring projects for anadromous salmonids at watershed and landscape scales as part of the statewide California Monitoring Plan (CMP). Evaluate appropriate field sampling methodologies and work with program staff to develop scientifically sound projects to estimate fish population vital rates and spatial distributions. Organize project materials, develop technical protocols and trainings, and lead the data collection of field technicians. Learn and utilize program data systems, perform data entry, and implement data quality control protocols. Synthesize information in meaningful graphical and tabular summaries, interpret and report findings in written and verbal formats. Prepare administrative, or peer-reviewed scientific reports and papers for publication for a variety of activities within AFRAMP.
25%	<b>Environmental Review and Ecosystem Recovery Planning:</b> Develop, update, and review, or support review of environmental documents such as, but not limited to, Environmental Impact

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	<p>Reports, Fishery Management Plans, Hatchery Management Plans, and species and ecosystem recovery plans. Contribute to multi-agency recovery planning and restoration implementation efforts for aquatic species and ecosystems from Humboldt Bay to the Smith River. Contribute to the identification of ecosystem attributes limiting recovery of aquatic species, and the development of actions to enhance, restore or mitigate for them.</p>
15%	<p><b>Communication, Coordination, and Outreach:</b> Coordinate the collection or compilation of data gathered by other researchers and agencies, and organize, manage, and maintain data in electronic files. Support other AFRAMP projects and staff in fulfillment of program objectives as needed. Coordinate with other internal department functions and external agencies, tribal entities, academia, and Non-Governmental Organizations on issues of fisheries management, permitting, HGMP implementation, and environmental review. Participate in technical working groups on topics such as; sampling techniques and scientific study design, recovery planning, and project implementation. Give formal presentations to; public interest groups, CDFW management, at professional symposiums, and Fish and Game Commission meetings. Respond to media, public, business, and agency requests for technical and angling information. Present resource, angling, and department policy information and represent the department at events and as a member of forum and planning groups.</p>
5%	<p><b>Project administration:</b> Track project expenses, budget and grant expenditures and balances. Write grant applications, proposals, and grant project reports.</p>
5%	<p><b>Training:</b> Participate in in-service and out-service training classes and professional conferences to reinforce safety and update technical skills, resource assessment techniques and methods.</p>
5%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Submit monthly time expenditure reports, coordinate vehicle maintenance, expense claims, and participate in annual discussions about Performance Appraisals and Individual Development Plans (IDP) with the supervisor. Actively participate in strategic and annual work planning. Meet IDP and Annual Work Plan objectives.</p> <p><b>Skill to:</b> Apply environmental and aquatic resource principals for the assessment, monitoring, analysis, management, and restoration of watershed processes, riparian and aquatic habitat, and fish populations. Use Geographic Information Systems, data base management software, and R computing platform to summarize and analyze fisheries and environmental data.</p> <p><b>Special Personal Characteristics:</b> Strong communication skills, demonstrated ability to work in groups as well as independently, high degree of initiative and flexibility.</p> <p><b>Special Physical Characteristics:</b> Physical strength and agility. Ability to swim 50 yards and stay afloat at least five minutes. Ability to elevate and carry 40 pounds.</p> <p><b><u>WORKING CONDITIONS:</u></b></p> <p>Field Work: Field work is conducted in remote outdoor settings and required during all months of the year. Field work requires hiking in steep and rugged terrain, wading, swimming, snorkeling, and boating through rivers under a variety of environmental conditions and inclement weather, several hours a day. Driving on dirt roads using four-wheel drive and all-terrain vehicles is required to access field sites. Operating small power boats and non-powered aquatic craft. Work hours and day vary with irregular schedules to accommodate field work. Backpacking, remote camping, and occasional overnight travel is required at some project locations. Required to wear a uniform as directed and in accordance with Department guidelines.</p>

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	Office Work: Work will take place in an office setting requiring the daily use of computers, printers, scanners, and telephone. Requires the ability to use a computer keyboard and Microsoft office software several hours a day. Requires attendance at internal and external training, work groups, and conferences. Overnight travel may be required.	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b>		
<b>PRINT EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>